

## **REQUEST FOR PROPOSALS TO PROVIDE PROFESSIONAL SERVICES**

The City of Clarksdale, Mississippi is issuing a Request for Proposals to provide Professional Architectural Services for work related to the implementation of a grant funded project.

The Architect will be responsible for preparing project cost estimates for application preparation and if awarded, the selected Architect will provide all Architectural services through project closeout in accordance with federal, state and local laws, regulations and policies. The scope of work includes but is not limited to the following: 1) prepare plans and specifications, 2) distribute bid documents, 3) assist in bid opening and prepare bid tabulation, 4) assist in the execution of construction contracts, 5) hold pre-construction conference, and 6) perform construction inspection including periodic reports to the city and approve all payment requests.

Qualified firms are invited to submit proposals, in accordance with this request, to the City of Clarksdale, Mississippi, 121 Sunflower Avenue; P O Box 940; Clarksdale, MS 38614 not later than 3:00 p.m. local time on Friday, December 10<sup>th</sup>, 2021. The proposals will be opened and reviewed by committee.

For factors to be considered and to request an INFO TO PROPOSER SHEET, please contact the Darrell Dixon, Project Administrator at (662) 561-4116 or by fax at (662) 561-4112.

Those desiring consideration should submit 1 original proposal and 6 copies by 3:00 p.m. local time on Friday, December 10<sup>th</sup>, 2021 and must include the following:

1. Qualifications – List of qualifications of each staff person to be assigned to project.
2. Experience – Information regarding the experience of the firm. This information should include types of project activities undertaken.
3. Capacity for Performance – Identify the number and title of staff available to be assigned to provide services.

All proposals will be rated on the following system to determine the best offeror:  
Qualifications – 40, Experience – 40, Capacity – 20, to Total: 100 points.

Subject to funding award(s) and the removal of all environmental and legal conditions, the City of Clarksdale will award an applicable contract to the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the city, all factors considered.

The contract will include scope and extent of work and other essential requirements. The City of Clarksdale reserves the right to reject any and all proposals and to waive any irregularities in the proposals or the submission process.

***Run Date: Wednesday November 10, 2021 & November 17, 2021***